

# TERMS AND CONDITIONS

**Last Updated:** 02<sup>nd</sup> December, 2025

These Terms and Conditions (“Terms”) outline the rules, responsibilities, and obligations governing the use of the Secure Data Sharing Platform for Controlled Access (“Platform”, “we”, “our”, “system”). By accessing or using this Platform, you acknowledge that you have read and understood these Terms and agree to abide by them. If you do not agree, do not use the Platform.

## 1. Introduction

The Platform is designed to securely manage, monitor, and regulate user interactions within an organization. It incorporates role-based access control, centralized gateway monitoring, anomaly detection, and immutable logging to ensure secure and transparent operations. These Terms apply to all users, regardless of assigned privilege level.

## 2. Eligibility and Authorization

Only users who have been officially registered and assigned a role by the system administrator may access the Platform. Permission to use the Platform is granted solely based on your role and responsibilities within the organization. Unauthorized access or attempted access to the system is strictly prohibited.

## 3. User Account Responsibilities

Each user is responsible for maintaining the confidentiality of their login credentials.

You agree to:

- Use your own assigned account at all times
- Protect your password and avoid sharing it with others
- Report any suspicion of unauthorized access immediately

You are fully accountable for all actions performed under your account, whether authorized or not.

## 4. Role-Based Access and Privileges

The Platform operates on a structured access model. Each user is assigned a role that defines what they can view, modify, or manage.

Roles include:

- Owner – Full operational and administrative privileges
- Supervisor – Elevated access with selected administrative rights
- Manager – Limited operational access
- Employee – Basic access restricted to predefined tasks

Attempting to access data or functionality beyond your role’s permissions is a violation of these Terms.

## **5. Acceptable Use of the Platform**

You agree to use the Platform only for lawful, authorized, and legitimate organizational purposes. You must not:

- Engage in any activity that compromises system security
- Upload or distribute harmful files, scripts, or malicious content
- Modify, manipulate, or disable system components
- Attempt to reverse-engineer or bypass security controls
- Access, download, or manipulate information outside your role

Any misuse of the system may lead to disciplinary action, termination of access, or legal consequences.

## **6. System Monitoring and Activity Logging**

All user interactions with the Platform are monitored through a centralized gateway. By using the Platform, you acknowledge and agree that:

- All activities—including login attempts, data access, modifications, or violations—are automatically logged
- Logs are permanent and cannot be altered or deleted by users
- Administrators may review logs for security, audit, operational, or investigative purposes
- System usage is not private and may be monitored at any time

Monitoring is conducted to maintain transparency, accountability, and security integrity.

## **7. Data Security and Protection**

The Platform uses encryption, secure routing, access control mechanisms, and continuous monitoring to safeguard sensitive data. Users must:

- Follow all prescribed security rules and best practices
- Avoid transferring data outside approved environments
- Not attempt to bypass anonymity, inspection, or validation processes
- Maintain the confidentiality of all sensitive or privileged information

Violations may compromise data integrity and result in severe consequences.

## **8. AI-Based Anomaly Detection**

The Platform incorporates a lightweight AI/ML anomaly detection engine to identify unusual patterns or potentially harmful behaviors. You agree that:

- Automated alerts may be triggered based on unusual access patterns, repeated login failures, or privilege violations
- The system may temporarily restrict user access to investigate suspicious behavior
- The AI system assists in maintaining overall security and is not intended for personal evaluation

## **9. Prohibited Conduct**

Users are strictly forbidden from:

- Attempting to hack, exploit, or breach system defenses
- Trying to elevate privileges without authorization
- Interfering with the network flow or security gateway
- Altering, destroying, or manipulating system data
- Impersonating other users or misusing account credentials
- Conducting any activity that may harm the system or compromise data integrity

If any prohibited behavior is detected, access may be revoked immediately.

## **10. Confidentiality and Data Ownership**

All data stored, processed, or accessed through the Platform is owned by the organization/institution. Users must treat all accessed information as confidential unless explicit permission is granted. Unauthorized disclosure, duplication, or external distribution of sensitive data is prohibited.

## **11. Limitation of Liability**

The Platform is provided for secure data-sharing and internal monitoring. While all reasonable security measures are implemented, the developers, administrators, and institution are not liable for:

- Losses caused by user negligence
- Unauthorized access resulting from shared passwords
- Data corruption caused by misuse
- External attacks beyond the system's control
- Service interruptions due to maintenance or technical issues

Users are responsible for adhering to security procedures to minimize risk.

## **12. Suspension or Termination of Access**

The administrator reserves the right to suspend or permanently terminate access if:

- A user violates any provision of these Terms
- Unauthorized or suspicious activity is detected
- System integrity is at risk
- A user repeatedly engages in unacceptable conduct

Such actions may occur without prior notice.

## **13. System Maintenance and Availability**

The Platform may occasionally undergo maintenance, upgrades, or security enhancements. While efforts are made to minimize downtime, continuous availability cannot be guaranteed. Users acknowledge that access may be temporarily interrupted as required.

## **14. Updates to Terms**

We may revise or update these Terms periodically. Users will be informed through the Platform or other official communication channels. Continued use after updates constitutes acceptance of the revised Terms.

## **15. Governing Law**

These Terms shall be governed in accordance with the policies of the institution/organization operating the Platform. Any disputes shall be resolved under the governing protocols of the institution or applicable legal framework.

## **16. Contact Information**

For inquiries, concerns, or clarifications regarding these Terms and Conditions, please contact:

**System Administrator / Support Team**